

# Dual Credit in Indiana Q & A

*Version 1.0*



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

INDIANA *for* COMMISSION  
HIGHER EDUCATION

## General Information

1. What is dual credit?	Dual credit is the term given to courses in which high school students have the opportunity to earn both high school and college credits. Dual credit courses are taught by regular high school faculty or by regular or adjunct college faculty either at the high school, at the college or university, or sometimes through online courses or distance education. Dual credit is offered by both state and independent (private, regionally accredited) colleges and universities in Indiana.
2. What is the difference between dual credits and “concurrent enrollment,” “dual enrollment,” “double up” and other similar terms?	In general, concurrent enrollment, dual enrollment and double up all refer to dual credits.
3. Are Indiana high schools required to offer dual credit courses?	Yes. Indiana law currently requires each Indiana high school to offer a minimum of two dual credit courses. This is so students may have the opportunity to fulfill the Core 40 with Academic Honors diploma requirements using the dual credit option and to help more students prepare for college.
4. How does a high school establish a dual credit program?	<p>Dual credit programs are established through a formal agreement between a school corporation and a postsecondary institution, whether a state or independent (private, regionally accredited) college or university. For additional information, please view <a href="#">IC-21-43</a>.</p> <p>Almost every college or university has a person assigned to handle dual credit arrangements. These “dual credit agreements” explain all aspects of the arrangement including instructor requirements, how credits will be awarded, course specifications, and many other aspects. For a list of dual credit contacts for Indiana colleges and universities, please visit <a href="http://www.TransferIN.net">www.TransferIN.net</a>.</p>
5. What does dual credit have to do with Core 40 with Academic Honors?	<p>Students wishing to complete the Core 40 with Academic Honors diploma may use dual credit (as specified below) as one of several options.</p> <p>Students wishing to complete the Core 40 with Academic Honors diploma (graduating class of 2010 and beyond), must complete the following coursework:</p> <ul style="list-style-type: none"> <li>• Complete all the requirements for Core 40.</li> <li>• Earn 2 additional Core 40 math credits.</li> <li>• Earn 6-8 Core 40 world language credits.</li> <li>• Earn 2 Core 40 fine arts credits.</li> <li>• Earn a grade of a “C” or better in courses that will count toward the diploma.</li> <li>• Have a grade point average of “B” or above.</li> <li>• Complete <u>one</u> of the following:             <ul style="list-style-type: none"> <li>○ Complete AP courses (4 credits) and corresponding AP exams</li> <li>○ Complete IB (Higher Level) courses (4 credits) and</li> </ul> </li> </ul>

	<p>corresponding IB exams</p> <ul style="list-style-type: none"> <li>o Earn a combined score of 1200 or higher on the SAT critical reading and mathematics</li> <li>o Score a 26 or higher composite on the ACT</li> <li>o Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)*</li> <li>o Complete a combination of AP courses (2 credits) and corresponding AP exams and dual high school/college credit course(s) from the Core Transfer Library (3 transferable college credits). *</li> </ul> <p>*Note: Currently, the CTL includes only courses offered by public colleges and universities. Work is underway to determine course equivalencies for independent colleges and universities. All courses within the CTL at the time of the student's graduation will be considered applicable to this requirement.</p>
6. What dual credits are required for the Core 40 with Technical Honors Diploma?	Students choosing the dual credit option of the Core 40 with Technical Honors Diploma must complete dual credits in a technical area (six college credits).
7. Must dual credits for the Core 40 with Technical Honors Diploma be from the college Core Transfer Library (CTL)?	Currently, nine of the dual credit college courses listed in the college Core Transfer Library (CTL) could be used to fulfill the dual credit option of the Core 40 with Technical Honors Diploma. While students should be encouraged to complete dual credit technical courses that guarantee transferability within Indiana, students may fulfill the technical dual credit requirement by completing dual credit courses not listed on the CTL.
8. Is AP considered dual credit?	While students can earn college credit at Indiana colleges and universities by completing Advanced Placement courses and tests, it is not included in the Indiana Commission for Higher Education's definition of dual credit, since AP courses are not offered by a college and do not automatically result in college credit. Some colleges and universities may award college credit or advanced academic standing to students who score a 3, 4 or 5 on an AP exam. Most college websites list information on accepting AP exam scores.
9. Must high school students be a certain age or grade level to earn dual credits?	Students earning dual credits under Double Up for College must be 11 <sup>th</sup> or 12 <sup>th</sup> grade students. At a high school principal's discretion, students younger than 11 <sup>th</sup> grade may earn dual credits under the Postsecondary Enrollment Program.
10. Is there a limit to how many dual credits a student may earn?	<p>Indiana's Policy on Dual Credit Courses states that all postsecondary campuses will establish limits for the number of credit hours a student can earn through dual credit courses offered in the high school. The number is not to exceed 15 semester hours except:</p> <ul style="list-style-type: none"> <li>a) For postsecondary campuses and secondary schools that have developed articulation agreements involving associate or baccalaureate degree programs;</li> <li>b) For postsecondary campuses and secondary schools that have approved early or middle colleges; or</li> <li>c) On a case-by-case basis for students who have demonstrated</li> </ul>

	superior academic talents and abilities, including, for example, meeting threshold ACT or SAT scores.
11. Do colleges and universities give preference to students who have completed multiple dual credit courses in high school?	Depending on the dual credit course and grade, completion of dual credits is often an indication of a high school student's motivation and academic interest in college. Many colleges look favorably upon dual credits when considering students for admission or for advanced academic standing.
12. What does "transferable college credits" mean?	<p>Students who wish to earn the Core 40 with Academic Honors using the dual credit option must earn these credits from the college Core Transfer Library (CTL). These credits are guaranteed to be transferable, meaning that they will allow students to take CTL course credits from one Indiana public college or university and be able to transfer them to another. This means credits from 2-year colleges transfer to 4-year colleges, 4-year to 4-year, 2-year to 2-year and 4-year to 2-year.</p> <p>The full listing of courses available in the CTL is online at <a href="http://www.TransferIN.net/ctl">www.TransferIN.net/ctl</a>. Currently, this list includes only courses from public colleges and universities. However, a list of Indiana's independent colleges and universities now engaged in determining course equivalency within the CTL is available.</p>
13. What if my school corporation is on the state border? Can out-of-state colleges and universities offer dual credit in my high school?	Yes. High schools can enter into dual credit agreements with any postsecondary institution though those dual credits will not apply toward the dual credit options of the Core 40 with Academic Honors Diploma since they are not part of the CTL and cannot be guaranteed to transfer between Indiana colleges and universities.
14. What is "Double Up"?	<p>The Double Up for College Program is one of two state laws that allow 11<sup>th</sup> and 12<sup>th</sup> grade high school students to enroll in and earn dual high school/college credits while in high school.</p> <p>You can read the text of the law at <a href="http://www.in.gov/legislative/ic/code/title21/ar43/ch5.html">http://www.in.gov/legislative/ic/code/title21/ar43/ch5.html</a></p>
15. What is the Statewide Transfer and Articulation Committee (STAC)?	Originally created by the Commission for Higher Education in April 2000, STAC was formally codified into state law by the General Assembly in 2003. STAC consists of 2-3 members from each public institution, who are appointed by the university's president; it also includes representation from the Independent Colleges of Indiana and three specific independent institutions. STAC's monthly meetings are the forum for discussing all matters related to transfer of credit, such as state and institutional policies and practices, and technological applications, like the TransferIN website and related infrastructure.
16. How should dual credits be listed on a high school transcript?	<p>High schools may use one of two methods of listing dual credit courses on a high school transcript:</p> <ol style="list-style-type: none"> <li>1. The first method is to use the appropriate state-approved "Advanced, College Credit" course title:</li> </ol>

	<ul style="list-style-type: none"> <li>○ Advanced Mathematics, College Credit</li> <li>○ Advanced English/Language Arts, College Credit</li> <li>○ Advanced Science, College Credit</li> <li>○ Advanced Social Studies, College Credit</li> <li>○ Advanced World Languages, College Credit</li> <li>○ Advanced Fine Arts, College Credit</li> <li>○ Advanced Career-Technical Education, College Credit</li> </ul> <p>2. Alternatively, schools may use the appropriate state-approved high school course title if it has been determined that the dual credit course meets the Academic Standards for the corresponding high school course. For example, a college-level American History course – HSY 122 from Ivy Tech Community College - may appear on the high school transcript as, "US History/HSY 122 Ivy Tech." In these instances, the state-approved high school course title should be listed first, followed by the college course number and any other identifying information (if room).</p>
17. What support is available for students from lower income families who want to complete dual credit courses?	<p>Dual credit college tuition is waived by the college for students who qualify for the Free and/or Reduced Lunch program and are approved for dual credit courses by the secondary and postsecondary institutions under the Double Up for College Program. In order for tuition to be waived, courses must be part of the college Core Transfer Library.</p> <p>In addition, each Indiana school corporation receives \$900 for each student who graduates with an Academic Honors or Core 40 with Academic Honors diploma. By law, those funds may only be used for expenses related to the Academic Honors diploma program and/or programs for High Ability students in the corporation.</p>
18. How should high schools calculate dual credit for high school credit?	<p>High schools should use the credit amounts assigned to the appropriate course titles found in the Indiana State Approved Course Titles and Descriptions from the Indiana Department of Education (found at <a href="http://doe.state.in.us/publications/courses.html">http://doe.state.in.us/publications/courses.html</a> ).</p> <p>For example, if a student takes English World Literature 1 as offered by a postsecondary institution, the appropriate course title for the high school transcript would be Advanced English/Language Arts, College Credit.</p> <p>Where applicable, schools can also use 4-digit course codes to identify these courses.</p>

<p>19. How do Indiana colleges and universities ensure that the dual credit coursework in high schools is high quality?</p>	<p>Colleges and universities are charged with ensuring that dual credit coursework offered Indiana high schools is of high quality. To ensure this, postsecondary institutions must:</p> <ul style="list-style-type: none"> <li>○ Require the same academic prerequisite and require the same student learning outcomes</li> <li>○ Use equivalent course syllabi, equivalent textbooks, class assignments, lab equipment and exams</li> <li>○ Provide quality dual credit instruction, of the same quality as course instruction available on the college or university campus</li> </ul> <p>According to the Indiana Commission for Higher <i>Education's Policy on Dual Credit Courses Taught in High Schools by High School Faculty</i>:</p> <p><i>All dual credit courses shall meet the following conditions:</i></p> <p>1) Postsecondary campuses shall take appropriate steps to ensure that dual credit courses are of sufficient quality and rigor to qualify for college credit; in this regard, postsecondary dual credit programs shall embody the following characteristics:</p> <p>a) All secondary students taking dual credit courses shall meet the same academic prerequisites for taking those courses as apply to students taking the same courses on the postsecondary campus; beyond that, the secondary school and the postsecondary campus may jointly establish additional criteria for determining how students are selected into dual credit courses;</p> <p>b) Course syllabi used for dual credit courses in liberal arts, professional, and career/ technical disciplines shall be equivalent to course syllabi used in the same courses taught on the postsecondary campus, including equivalent textbooks, class assignments, laboratory equipment, and examinations;</p> <p>c) Student learning outcomes expected for dual credit courses in liberal arts, professional, and career/technical disciplines shall be the same as student learning outcomes expected for the same courses taught on the</p>
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	<p>postsecondary campus;</p> <p>d) An academic unit on the postsecondary campus shall be responsible for monitoring, throughout the school year, the delivery and quality of dual credit instruction; such monitoring shall include visits to the secondary class;</p> <p>e) The secondary school and academic unit on the postsecondary campus shall work together to identify instructors of dual credit courses, whose final approval rests with the academic unit on campus and who shall have credentials consistent with credentials required by on-campus faculty;</p> <p>f) The academic unit on the postsecondary campus shall be responsible for ensuring that professional development opportunities are available and communicated to secondary faculty, who are teaching dual credit courses; and</p> <p>g) The postsecondary campus shall establish a mechanism for evaluating and documenting, on a regular basis, the performance of students, who complete dual credit courses.</p>
<p>20. Are postsecondary institutions required to transcript dual credit coursework?</p>	<p>According to the Indiana Commission for Higher <i>Education's Policy on Dual Credit Courses Taught in High Schools by High School Faculty</i>:</p> <p><i>All dual credit courses shall meet the following conditions:</i></p> <ul style="list-style-type: none"> <li>○ Postsecondary institutions shall generate transcripts for all students, who complete dual credit courses.</li> <li>○ All postsecondary institutions and campuses offering dual credit courses in liberal arts, professional, or career/technical disciplines shall achieve accreditation by the National Alliance of Concurrent Enrollment Partnerships no later than Fall 2008.</li> <li>○ Since a dual credit course in a liberal arts, professional, or career/technical discipline is deemed to be academically equivalent to the same course taught on-campus by the institution offering the course (see #1 above), the dual credit course shall, consistent with the transfer policies developed by the Commission for Higher Education's Statewide Transfer and Articulation Committee (STAC):</li> <li>○ Apply toward meeting the degree requirements of the institution offering the course, in the same way as the on-campus course; and</li> <li>○ Transfer to the other public postsecondary institutions in the state, in the same way as the on-campus course.</li> <li>○ Wherever possible, the course syllabi for dual credit courses in the liberal arts shall also prepare students for successfully passing Advanced Placement (AP) examinations in the same academic area.</li> </ul>

## College Core Transfer Library (CTL)

<p>21. What is the college Core Transfer Library (CTL)?</p>	<p>The college Core Transfer Library (CTL) is a list of college courses that are guaranteed to transfer among all of Indiana's public college and university campuses, given certain conditions.</p> <p>Indiana's public colleges and universities developed the CTL in response to legislation passed in 2005. The CTL will be continually updated with work from Indiana's public and independent colleges and universities. A full listing of courses available in the CTL is online at <a href="http://www.TransferIN.net/ctl">www.TransferIN.net/ctl</a></p>
<p>22. What will courses in the CTL count toward?</p>	<p>At a minimum, all college Core Transfer Library (CTL) courses will meet the general education or free elective requirements of undergraduate degree programs and a significant majority of CTL courses will also count as one-for-one equivalents to courses taught at the receiving campus.</p> <p>The requirements for most associate and bachelor's degree programs include general or free electives which can be satisfied by taking courses you choose. Credit hours generated by courses listed in the CTL will satisfy these requirements, up to the credit hour limit set for the particular degree program. For example, a student enrolled in a bachelor's degree program requiring nine semester hours of electives may select any three, three-credit courses listed in the CTL, from any public campus, to meet this requirement.</p> <p>Most CTL courses will also count for specific course requirements in degree programs. For example, assume a student is enrolled in a bachelor's degree program requiring an American History I course. That student can take any course listed in the CTL under American History I, from any public campus, and have that course apply toward meeting the student's degree requirements, in the same way as the equivalent American History I course on that student's home campus. Likewise, students planning to transfer can be assured that the American History I course they've taken at their current campus will apply in the same way as the American History I course at their new campus.</p>
<p>23. May students complete dual credit courses not listed on the college Core Transfer Library (CTL)?</p>	<p>Yes, if approved by the high school and the postsecondary institution. However, dual credit courses not listed on the college Core Transfer Library (CTL) will not "count" toward the dual credit options of the Core 40 with Academic Honors Diploma. Courses not within the CTL are not guaranteed to transfer from one college or university to another and may limit a student's ability to easily move from one postsecondary institution to another while staying on track to graduate.</p>
<p>24. Are dual credit courses from private/independent colleges in Indiana being added to the college Core Transfer Library (CTL)?</p>	<p>Yes. Work is underway with the Independent Colleges of Indiana (ICI) and STAC to determine course equivalency between independent and public institutions of higher education. A listing of independent campuses participating in this work is available at <a href="http://www.TransferIN.net">www.TransferIN.net</a>.</p>



## Postsecondary Accreditation

<p>25. What is the National Alliance of Concurrent Enrollment Partnerships?</p>	<p>NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. Established in 1999 in response to the dramatic increase in concurrent enrollment courses throughout the country, NACEP serves as a national accrediting body and supports all members by providing standards of excellence, research, communication, and advocacy.</p>
<p>26. What postsecondary institutions have been accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP)?</p>	<p>As of Spring 2008, here are the Indiana postsecondary institutions that are NACEP accredited:</p> <p><u>Approved Members:</u>  Indiana University at Bloomington  Indiana University at South Bend  University of Southern Indiana  Vincennes University</p> <p><u>Provisional Institutions:</u>  Ball State University  Indiana University-Purdue University at Fort Wayne  Purdue University at West Lafayette  Tri-State University</p>
<p>27. Are colleges and universities that are not accredited by NACEP allowed to offer dual credit?</p>	<p>Yes. Colleges and universities that have not met the 2008 accreditation requirement outlined in the Indiana Commission for Higher Education's <i>Policy on Dual Credit Courses Taught in High Schools by High School Faculty</i> are permitted to offer dual credit courses in Indiana high schools, as long as they are actively pursuing NACEP accreditation.</p> <p>The Indiana Commission for Higher Education is working with NACEP staff to develop a feasible timeline to ensure that all Indiana colleges and universities offering dual credit in Indiana high schools go through the accreditation process. While due to time constraints and NACEP's limited capacity, the letter of the law cannot be met, the spirit of the law should still remain intact. Standard NACEP protocol for dual credit should be used by all Indiana colleges and universities offering dual credit in Indiana high schools.</p>